

Meeting Attendance

Commission Members

Roxanne Hemphill - Chairperson
Bill Butts – Vice Chairman
Leslie Dickinson
Scott Sirchio
Martina Hatley
Karl Munder– Council Liaison

Town Staff

John Breeding - Director of Planning &
Zoning
Barney Quinn - Town Engineer/Inspector
Debra Clinton - Planning & Zoning
Review Coordinator

Commission Members Absent

Others

Thomas McCarron – Town Attorney

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Roxanne Hemphill who also led the Commission in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

MOTION: Scott Sirchio moved to approve the minutes for September 27, 2021. Seconded by Bill Butts. Vote: All in favor, none opposed.

3. CITIZEN COMMENTS (for items not on the agenda)

None

4. CARROLL /FREDERICK COUNTY PLANNERS

Carroll County Planner – Hanna Weber – Hanna was not in attendance but did submit a memorandum to update the Planning Commission. Roxanne Hemphill read the memorandum into record. **The Residential Text Amendment** was transmitted to the BCC in September. The Public Hearing for the text and 2 map rezoning’s in the Eldersburg area were held on November 18th. Information can be found at www.carrollrezoning.org. **Agriculture and Conservation Zoning Text Amendment** is the next step in the Countywide Comprehensive Rezoning Process. Staff is working on changes to the Agriculture and Conservation Zoning Districts with assistance of a workgroup. Information can be found at www.carrollrezoning.org. **Transportation Master Plan**, a second survey was crafted and open for responses until the end of November.

Frederick County Planner – Tim Goodfellow – Tim presented the Eastern Frederick County Planning & Development Update to the Commission. This includes the Linganore area, New Market area, the County Planning Initiatives on the Peace & Plenty Rural Historic District, the South Frederick Corridor Plan, and the Sugarloaf Area Plan.

5. SITE PLANS/ SUBDIVISIONS/ DEVELOPMENT PROJECTS

- **S-20-0032 Twin Ridge Professional Park, Section 2, Lot 7A** – Concept Site Development Plan for a Mini-Storage Facility / CubeSmart. The Planning Commission agreed to postpone the decision on this concept site plan until the January 31, 2022, Planning Commission Meeting.

6. NEW BUSINESS

- None

7. INTRODUCTION/ DISCUSSION/ RECOMMENDATION

- **Annexation Resolution #2021-44 – Rigler Property**, 24.98 acres located on the North side of Prospect Road. Roxanne Hemphill motioned to send a favorable recommendation to the Town Council for Annexation of the Rigler Property along with access and changing of the Zoning to R2-Residential. Seconded by Scott Sirchio. Vote: 4-1, Roxanne Hemphill – YEA, Leslie Dickinson – YEA, Scott Sirchio – YEA, Martina Hatley – YEA, Bill Butts - NAY
- **2023 Master Plan Rezoning request- Lot 73 Back Acre Circle**, request to go from R2-Residential to I-Industrial Zone. Bill Butts motioned to recommend a favorable recommendation to redesignate Lot 73 Back Acre Circle to I-Industrial Zoning from R2 - Residential. Providing a favorable recommendation to the Town Council later during the final adoption of 2023 Town Master Plan. Seconded by Martina Hatley. Vote: All in favor, none opposed.

8. REPORTS/OTHER BUSINESS/FUTURE ITEMS

- **Zoning Administrator Report**
The Town Zoning Administrator approved 22 permits with a revenue of \$21,454.68 for the month of October 2021.
- **Council Liaison Report**
Karl Munder presented the Town Council Activity Report for the month of November 2021.
- **Other Business**
2023 Town Master Plan – The next work session scheduled for Thursday, December 9, at 6:00 p.m. is cancelled. The next 2023 Town Master Plan work session is January 6, 2022, at 6:00 p.m.
- **Election for Planning Commission Chairperson and Vice Chairperson.** Leslie Dickinson motioned to elect Roxanne Hemphill for Chairperson. Seconded by Bill Butts. Vote: All in favor, none opposed. Scott Sirchio motioned to elect Bill Butts as Vice Chairperson. Seconded by Roxanne Hemphill. Vote: All in favor, none opposed. Roxanne Hemphill is Chairperson and Bill Butts is Vice Chairperson.
- **Next Planning Commission Meeting Date**
Monday, January 31, 2022, at 7:00 p.m. This meeting will be held at the Town Hall.

11. ADJOURNMENT

- Roxanne Hemphill, Chairperson, adjourned meeting at 10:03 p.m.

Submitted by Roxanne Hemphill

Prepared by Debra Clinton

Signature